

E-911 ADDRESSING COORDINATOR

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate technical work assigning E-911 addresses to new structures, updating/maintaining records and updating original maps; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assigning addresses to new structures; updating E-911 system and related maps and files; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assigns addresses to new structures; updates roads and ranges in E911 system; generates E911 updates and places in official E911 Street Roster and map book; distributes updated maps and information to citizens, post offices, utility companies, Emergency Services, School divisions and internal County departments.
- Digitizes mapping/address changes on computer; maintains/tracks changes in various databases; stores updated electronic map files for updating to emergency dispatch system.
- Administers and maintains file system of address requests and other information/records; sort/organizes documents to be filed; files documents in designated order; retrieves/replaces files.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes geographic information system (GIS), land records system, mapping and computer aided design (CAD), plotting, word processing, database, spreadsheet, or other computer programs.
- Receives/sends various forms, correspondence, permitting data, site plans, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Researches and updates E911 street centerline files to ensure quality assurance/quality control.
- Implements E911 street addressing policies and procedures.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and skill in maintaining multi-layered GIS databases; thorough knowledge and skill in utilizing GIS software applications; thorough knowledge of manual and digital cartographic techniques and standards; ability to comprehend technical specifications for GIS related processes, techniques and peripheral equipment; ability to coordinate and integrate knowledge from various sources; ability to effectively communicate ideas/information both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in cartography, geography or related field and some experience in the use of geographic information systems.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.